

Special Session

Agenda Item #	3
Meeting Date	January 5, 2004
Prepared By	Karen Hampton, Human Resources Coordinator
Reviewed By	Wayne Hobbs, Deputy City Manager

Discussion Item	Search Firm Contract
Background	<p>RFP #03-112-01, Services for an Executive Search for the City Manager was distributed on November 13, 2003.</p> <p>Five proposals were received by the closing dates of December 1. These proposals were reviewed by a team composed of Councilmembers Williams and Seamans, Citizens Robert Lanza and Alain Thery and Human Resources Coordinator, Karen Hampton. The evaluation team recommended that the following firms be interviewed by Council: Slavin Management, The Mercer Group and the PAR Group.</p> <p>Council interviewed the above listed Search Firms on December 8, 2003.</p>
Policy	
Fiscal Impact	<p>The range of bids are attached.</p> <p>A contract award requires a two reading ordinance since this contract was not included in the FY04 adopted Budget. Funds will be appropriated from the non-appropriated reserves and charged to Account #1110-7115, Mayor and Council Expense. In the next budget amendment, funds from the non-appropriated reserves will be transferred to the appropriate account.</p>
Attachments	<ol style="list-style-type: none"> 1. Proposed Ordinance authorizing a contract award to a Search Firm 2. List of bid prices
Recommendation	That the Council discuss recent Search Firms Interviews and pass the attached ordinance awarding the contract to 1 of the 3 interviewed search firm.
Special Consideration	

Introduced by: Councilmember

First Reading:
Second Reading:
Adopted:

ORDINANCE NO. 2004-

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF TAKOMA PARK, MARYLAND

SECTION 1. THAT requests for proposals for hiring an Executive Search Firm to assist in the recruitment, selection and hiring of a new City Manager were solicited from qualified agencies; AND

SECTION 2. THAT six proposals were received from:

- A. The Mercer Group, Inc.
- B. The Par Group
- C. Gerald Plock Associates, Inc.
- D. Slavin Management Consultants
- E. Springsted

SECTION 3. THAT after evaluating all of the proposals, it was determined that the proposal submitted by _____ in the amount of \$ _____ plus expenses not to exceed \$ _____ is the most responsive proposal; **AND**

SECTION 4. THEREFORE THAT the Human Resources Coordinator is hereby authorized to negotiate and enter into a contract with _____ for assistance in the selection of a new City Manager, said contract not to exceed \$ _____.

SECTION 5. FURTHER THAT funds to cover this contract in an amount not to exceed _____ be appropriated from the non-appropriated reserves and charged to Account #1110-7115.

Adopted this Day of

AYE:

NAY:

ABSTAIN:

ABSENT:

RFP # 03-1120-01, Services for an Executive Search for the City Manager

Opening, December 1, 2003

Name of Executive Search Firm

Bid Price

The Mercer Group, Inc.
Atlanta, Georgia

\$12,500 + expenses (cap @ \$7,500)

The Par Group
Lake Bluff, ILL

\$14,000 + expenses (cap @ \$4500)

Gerald Plock Associates, Inc.
Flower Mound, TX

\$11,000 + estimated expenses
(\$8,500)

Slavin Management Consultants
Norcross, GA

\$12,730 + expenses (cap @ \$6,365)

Springsted
Saint Paul, MN

\$15,000 + expenses (would charge at
Cost for actual out-of-pocket expenses)